

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

PROGRAM SPECIALIST III, CEO

(Immediate opening in Administrative Services/Budget and Fiscal Services)

The Chief Executive Office is seeking a highly motivated and well-qualified individual for the position of Program Specialist III, CEO in the Administrative Services, Workers' Compensation Fiscal unit. Administrative Services provides executive management and administrative support to the department, including departmental budgeting and fiscal/accounting, human resources, contracting, procurement, facilities management, and information technology services.

Duties and Responsibilities:

- Provide operational support for the Workers' Compensation and Long Term Disability programs.
- Assist in the development, revision and implementation of internal fiscal controls, new accounting practices/procedures, standards and forms.
- Assist in the development of the Workers Compensation and Long Term Disability budget forecast, which consists of analyzing historical trends and making recommendations to management.
- Interpret County fiscal and accounting policies and procedures, and other financial provisions of applicable laws, regulations and standards in the research of complex issues in order to develop recommendations for resolution.
- Evaluate and reconcile complex operating statements, prepare final accounting for various projects and claims reimbursement from other government agencies or non-public entities.
- Conduct cost accounting, revenue, and accounting systems studies; prepare budget, expenditure and revenue, fiscal management, and other specialized financial reports.
- Serve as a liaison, representing the section and department at various internal and external meetings, concerning Workers Compensation and Long Term Disability budget and fiscal matters.

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Intra-County Correspondence Sent Electronically*

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Desirable Experience:

- Strong knowledge of the application of fiscal and accounting principles for public entities and the laws and regulations governing the financial operations of a local governmental agency.
- Strong analytical and decision making abilities to collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters and translate results into coherent, well-written reports.
- Strong interpersonal skills with the ability to work effectively with all levels of staff, County departments and Board offices.
- Accounting background sufficient to effectively assist with essential budget and financial data.

Position Requirements:

Candidates must currently hold the payroll title of Program Specialist III, CEO or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a cover letter and resume detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Resumes and supporting documents should be received no later than **Monday, October 20, 2014** and sent to:

Kimberly Arias
Chief Executive Office
Human Resources Section
500 W. Temple Street, Room 785
Los Angeles, CA 90012
Email: karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION